



Electronic Underground Storage Tank (UST) Registration Quick Start Guide

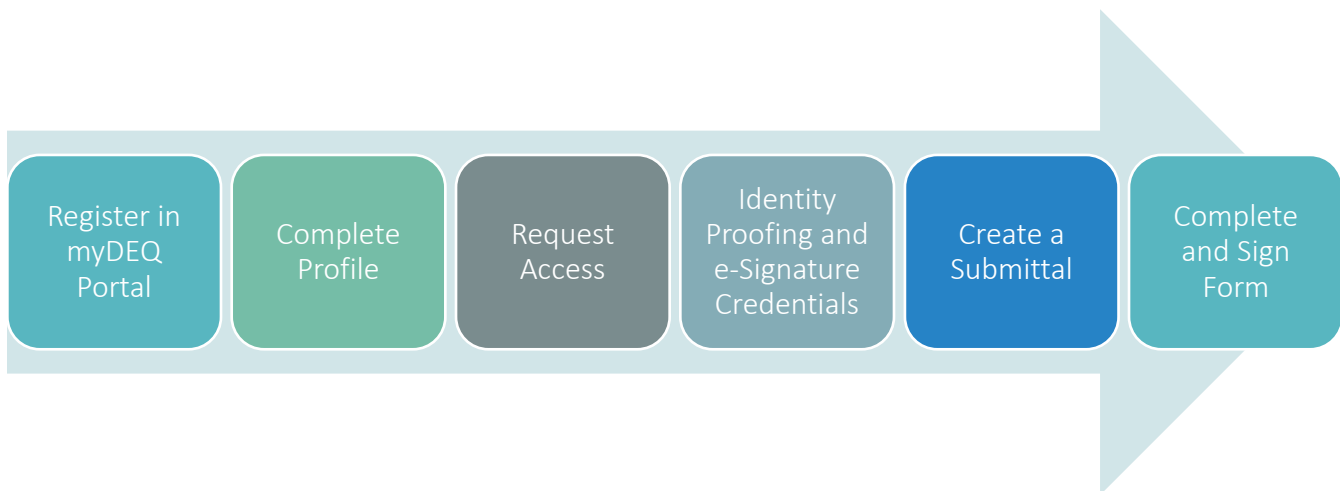
Overview

Tank owners and operators may now submit Underground Storage Tank (UST) registration forms online via the myDEQ portal! The myDEQ portal combines all of DEQ's online functions for the public into one convenient location that's available 24 hours a day, 7 days per week. Once you are granted access to program records, you can:

- See a list of the items you have due and are working on across multiple agency programs and sites
- You can submit reports, applications, and registrations
- You can view, print and share DEQ records using your myDEQ account
- You can even manage the access for all of the users in your organization, adding and removing users on your own, as your organization's needs change.

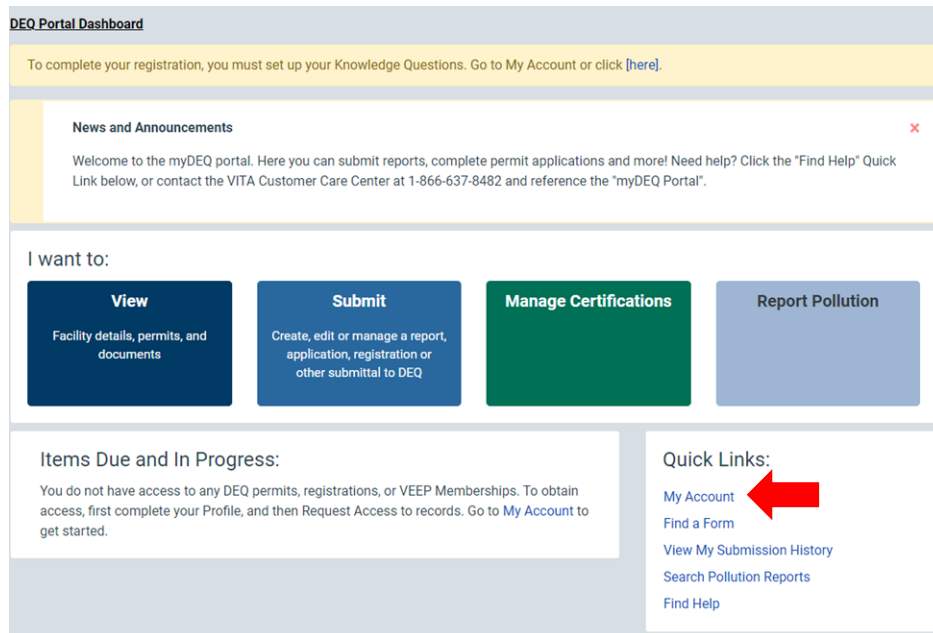
Detailed instructions regarding the myDEQ Portal may be found in the document Getting Started in myDEQ R2.2 located on DEQ's UST Registration webpage located here: <https://www.deq.virginia.gov/land-waste/petroleum-tanks/underground-storage-tanks/registration>.

Steps for Electronic UST Registration

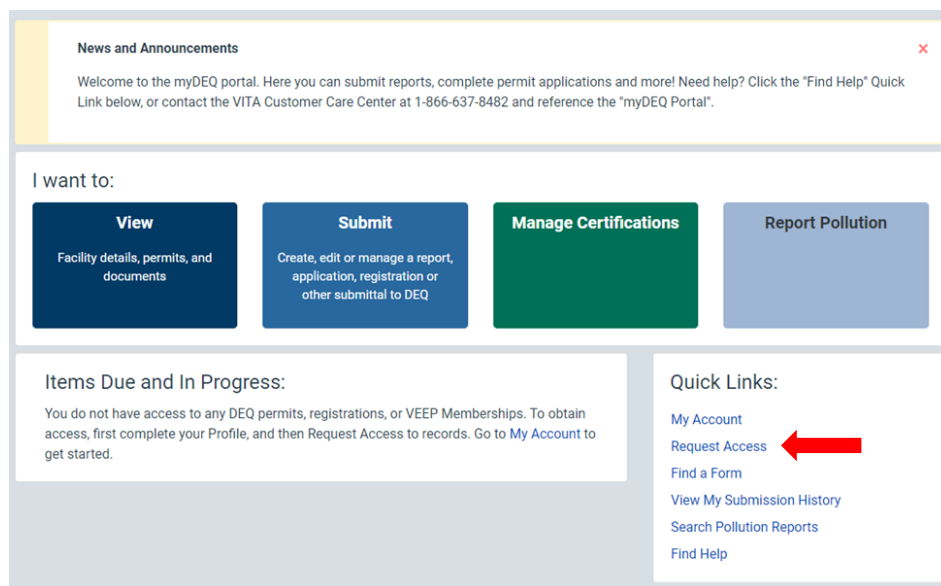


Accessing the myDEQ Portal

1. To access myDEQ, go to <https://portal.deq.virginia.gov/> or use the "I Want To" tool on the homepage of DEQ's website (www.deq.virginia.gov).
2. Register for a new account.
3. Once you are logged in, use the Quick Link to access My Account.



- At the top left of your My Account page, you will see your user Profile. Click Edit Profile and complete the information.
- Request access to records by using the Request Access quick link. If your Profile is incomplete, you will not see the link to Request Access.



- Request access to the Petroleum Storage Tank Registration as a tank owner or tank facility manager. Tank owner access will provide you with access to all facilities with tanks owned by your entity whereas tank facility managers will only be granted access to certain facilities. You will need at least one facility id number associated with your account. You will receive an email when your access has been approved.

Set up e-Signature Credentials

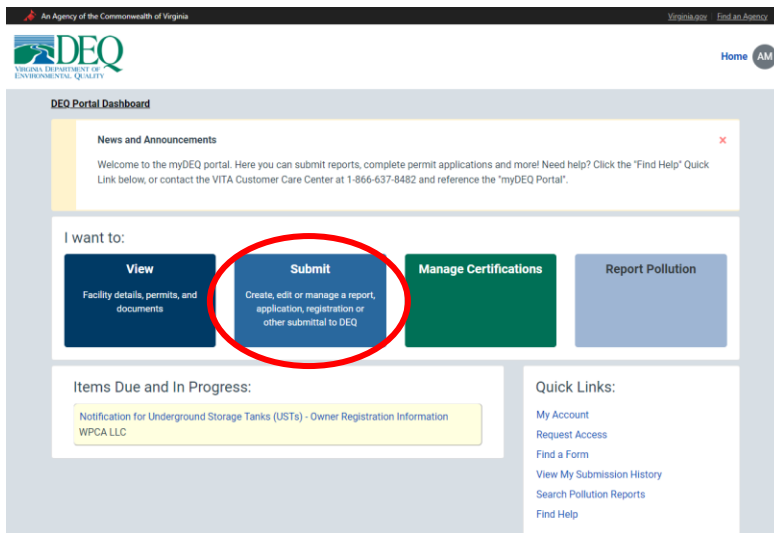
UST Registration forms require that the tank owner set up e-Signature credentials to electronically sign documents. All of the following components are required for e-Signatures:

- ✓ Knowledge Questions
- ✓ Identity Verification
- ✓ Electronic Signature Agreement

After a tank owner is granted access to the tank records, the myDEQ portal will allow the user to set-up their knowledge questions, prove their identity, and electronically sign the Electronic Signature Agreement (ESA) from the user's My Account page. **UST Registration forms may not be submitted until all three items have been completed in the myDEQ Portal.**

How to Submit a Form

1. Click on the Submit button from the DEQ Portal Dashboard to begin an electronic UST registration form.



There are two UST registration forms currently available to complete electronically:

Notification for Underground Storage Tanks (USTs) - Owner Registration Information

This form is used to notify DEQ of any changes to existing owner and contact information.

Notification for Underground Storage Tanks (USTs) - Update Facility Registration

This form is used to update existing facility and tank compliance information for individual facilities. This form should not be used to register a new facility or to change the ownership of an existing facility or facilities.

2. Complete and electronically sign the form. The form will walk you through the process and provide instructions for each field.

If you have any questions, please contact the UST Registration Team at (804) 698-4010 or tank@deq.virginia.gov.